



Job Opportunity

State Controller's Office

Position: Payroll Specialist

Statewide

Location: Personnel/Payroll Services Division
300 Capitol Mall, Sacramento, CA 95814

Issue Date: 04/12/2004

Final Filing Date: Until Filled

Contact/Telephone:
Linda Olguin, 916-445-6510

Who May Apply: Individuals who are on the SROA or re-employment list, eligible for lateral transfer or promotion.
PENDING FREEZE EXEMPTION APPROVAL

California Relay Service: 1-800-735-2929

Position Number(s): 051-220-1311-015

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

With close/general direction of a Payroll Operations Supervisor, the Payroll Specialist is responsible for auditing and processing payroll documentation in compliance with State and Federal laws, rules, policies and collective bargaining contract provisions. The incumbent may also function as a liaison with clients and other control agencies.

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

- Audits and processes a wide variety of payroll transactions necessary to update files and histories, and generate daily, supplemental and master payrolls. Staff involvement includes processing payroll transactions, transfers of funds between appropriations, establishing accounts receivable, etc. Utilizes PC software and respective applications to create payroll transactions and to research references on the LAN and the Internet. Determines the correct payroll application, maintains specific files, updates and deletes files as necessary and uploads files to the mainframe to be extracted for overnight processing. Experienced staff may provide functional guidance to trainees.
- Audits, researches and resolves computer generated error messages regarding retirement/adjustments and position actions. Resolution of messages frequently requires abstracting and analyzing detailed information and determining correct computations.
- May act as a payroll telephone liaison to state departments by responding to a variety of inquiries. Researches and resolves inquiries and problems regarding payroll documentation and procedures. May provide instructions regarding corrective actions as a result of the audit process.



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



Desirable Qualifications:

- Ability to work independently with minimal supervision
- Excellent customer service and interpersonal skills
- Punctual and dependable
- Flexible, able to adjust to changing priorities and capable of meeting daily deadlines
- Ability to follow directions
- Ability to apply State and Federal laws, rules, policies, procedures and Collective Bargaining Agreements to resolve issues and correct problems

Applications will be screened and only the most qualified will be interviewed

How to Apply:

All hires will be subject to a background check.

For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office

Personnel/Payroll Services Division
300 Capitol Mall, 9th Floor
Sacramento, CA 95814

Attn: Linda Olguin